

Records Officer, Office of Training

17 November 1959

Chief, Records Management Staff

Improving Records Disposition

STATINTL

1. [REDACTED] has been asked by Mr. Dulles to report to him within two months on the effectiveness of the Records Disposition Program. His request stemmed from the presentation that [REDACTED] gave at the Senior Staff Meeting on 2 November 1959.

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2. [REDACTED] proposes to report on the results of offices applying the following guide lines which he outlined in his presentation, and which on the same date he confirmed in a memorandum to your Operating Official:

a. "Severely question the amount of records which are scheduled for retention at Headquarters for any length of time."

b. "Challenge the dates of retention for all records at the Records Center."

c. "Challenge that disposition which says: 'Hold indefinitely--destroy when no longer needed.' "

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3. In order that [REDACTED] may reply to the Director, please furnish me by 15 January 1960 with a statement on the extent to which you have applied the above guide lines during the two month period preceding that date and the results from your action.

4. As I promised at our conference, I am enclosing a list of item numbers representing those records which have not been retired as scheduled. Your prompt attention to these items should serve as an excellent starting point toward increasing the effectiveness of your records disposition program. Please let me know if I can assist you further in any way.

[REDACTED]

STATINTL

Enclosure

~~Fellowship 8/31~~

As of 6-30-59

OFFICE	CU FT RETIRED	PERMANENT VOL	%	NOT SCHEDULED VOL	%	TEMP- INDEX VOL	%	TEMPORARY VOL	%
NSC	33							33	100
DCI	62	35	56.4	10	16.1	14	22.5	3	4.8
DDI	7 ✓	7	100						
QBI	80	9	11.2					71	88.7
OCI	334 ✓	69	20.6	1	.2	67	20.0	197	58.9
OCR	9,642	862	8.9	1,479	15.3	6870	71.2	431	4.4
AD	23	22	95.6					1	4.3
BR	153			7	4.5	44	28.7	102	66.6
DD	75	20	27.0	2	2.7	7	8.1	46	62.1
GR	1,574	781	49.6	62	3.9	673	42.7	58	3.6
IR	806			57	7.0	748	92.8	1	.1
LCD	85	35	41.1	13	15.2			37	43.5
LY	5,105	4	00.0	857	16.7	4117	80.6	127	2.4
MD	659			250	37.9	409	62.0		
SR	1,162			231	19.8	872	75.0	59	5.0
ONE	70 ✓	61	87.1			9	12.5		
OO	1,288	313	24.3	12	0.9	829	64.3	134	10.4
AD	19 ✓	19	100						
C	929	28	3.0	7	0.7	801	86.2	93	10.0
	217	148	68.2	5	2.3	26	11.9	38	17.5
FDD	114	112	98.2			2	1.7		
SOVMAT	9	6	66.6					3	33.3
ORR	768 ✓	210	27.3	37	4.8	289	37.6	232	30.2
OSI	403 ✓	153	37.9	4	00.9	144	35.7	102	25.3
PIC	619			619	100				

OFFICE	CU PT RETIRED	PERMANENT VOL	%	NOT SCHEDULED VOL	%	TEMP- INDEX VOL	%	TEMPORARY VOL	%
AUDIT	37	36	97.2	1	2.7				
STATINTL									
OC	76			76	100				
HDQTS	8			8	100				
	68			68	100				
COMPT	5,235	3434	65.5	539	10.2	98	1.8	1164	22.2
OFF	69	33	47.8	15	21.7	2	2.8	19	27.5
BUD	59	6	10.1	9	15.2	2	3.3	42	71.1
FIN	3,843	3248	84.5	498	12.9			97	2.5
FIS	1,098	147	13.3	1	0.0			950	86.5
MD	166			16	9.6	94	56.6	56	33.7
OGC	30	25	83.3	1	3.3	4	13.3		
OL	2,020	50	2.4	5	0.2	7	0.3	1958	96.9
OFF	68	32	47.0	5	7.3	2	2.9	29	42.6
M & C	64							64	100
PSD	14							14	100
PROC	718	7	0.9					711	99.0
RE & C	46	2	4.3			5	10.8	39	84.8
SUP	610							610	100
TRANS	500	9	1.8					491	98.2
MGT	79	36	45.5	20	25.3	4	5.0	19	24.0
MED	318	17	5.3					301	94.6
OP	968	98	10.1			63	6.5	807	83.3
OS	215	18	8.3	105	48.8	79	36.7	13	6.0
OTR	360	74	20.5	21	5.8	156	43.3	109	30.2
DD/P	412			412	100				
<b>TOTAL</b>	<b>23,161</b>	<b>5609</b>	<b>24.2</b>	<b>3345</b>	<b>14.4</b>	<b>8633</b>	<b>37.2</b>	<b>5574</b>	<b>24.0</b>

SECRET

15 August 1959

RECORD HOLDINGS IN THE DDP AREA  
(In cubic feet)

Component	Oct 1958 Holdings	July 1959 Holdings	Change	Remarks
DDP's Office	298.70	167.20	- 131.50	Includes MMU
DD		864.20	+ 864.20	Newly est. Absorbed Air Div.
CI Staff	2,413.30	2,633.80	+ 220.50	
FI Staff	3,259.70	1,784.00	-1,475.70	
PP Staff	1,252.70	1,564.34	+ 311.64	
TSS	3,037.70	4,093.00	+1,055.30	
OPSER				Newly est. Absorbed former I&R files.
Chief		252.20	+ 252.20	
CCD	442.00	361.70	- 80.30	
CDC	32.00	43.00	+ 11.00	
CISD	434.80	458.75	+ 23.95	
SEC	363.80	276.25	- 87.55	
RID				
Active:	10,553.80	7,737.10	-2,816.70	
Inactive:	13,237.90	14,101.20	+ 863.30	
AF		566.45	+ 566.45	Newly est. Absorbed some Sm files
EE	2,347.20	3,786.35	+1,439.15	Absorbed some Sm holdings
FE	2,049.50	2,323.00	+ 273.50	
IO	785.10	915.66	+ 130.56	
NE	1,693.70	1,084.00	- 609.70	
SR	2,675.00	2,677.00	+ 2.00	
WE	1,744.30	1,212.00	- 532.30	
WH	1,136.10	1,157.00	+ 20.90	
I&R	605.40		- 605.40	Abolished during year
AIR DIV	119.50		- 119.50	" " "
SE	1,181.90		-1,181.90	" " "
<b>Grand Totals</b>	<b>49,664.10</b>	<b>48,058.20</b>	<b>-1,605.90</b>	

The current Grand Total figures do not include the SSA/DDS nor the Commercial Division: 130.50 and 178.00 in 1958, respectively.

RID

RID-59/198  
10 August 1959

MEMORANDUM FOR: DDP Records Management Officer  
SUBJECT: Annual Records Holding Survey  
REFERENCE: Memorandum for Chiefs of CS Staffs and Area Divisions,  
From DDP/TMO, dated 27 July 1959, Subject: Annual  
Records Holdings Survey

1. As requested in your memorandum of 27 July 1959 there follows a list of the records holdings (in cubic feet) of the major components of RID:

a. Office of the Chief	23.0
b. Administrative Staff	24.0
c. Plans and Procedures Staff	13.0
d. Processing Branch	1,048.9
e. Maintenance Branch	20,036.3
f. Services Branch	669.2
g. CE Branch	23.9
<b>TOTAL</b>	<b>21,338.3</b>

2. Records in RID's custody held for the entire DDP and those records held to administer RID, are as follows: (See Tab 1 for a detailed breakdown).

a. DDP Records	
(1) Active CS Files	5,075.6
(2) Indexes	976.9
(3) Control Records	809.4
(4) Inactive Records	14,101.2
(5) Records Management Files (thru 1958)	6.0

11  
ATTACH (B)

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(6) Non-Record Material	<u>565.0</u>	
TOTAL		21,615.1

b. RID Files

Policy, procedures, reports, etc.	<u>223.2</u>	
TOTAL		<u>223.2</u>
TOTAL a. & b.		21,838.3

3. Records retired to RID and the volume of records destroyed as reported to or accomplished by RID during Fiscal Year 1959 are as follows:

a. Project and Agent Files Retired to RID	359.3
b. Other Records retired to RID/Archives	799.1
c. Destroyed	1,735.0

4. If there are any questions regarding these various quantities of records, please contact the RID.

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[REDACTED]  
Chief, RID

1 Attachment:  
Detailed Breakdown of Records

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1 August 1959

a. CDR Files in RID Control

(1) Active CDS Files

Country Files	2,536.1
Personality (201) Files	2,263.1
TS Files	206.5
Microfilm Files	<u>69.9</u>
TOTAL	5,075.6

(2) Indexes

Main Index	875.0
Archives Index	<u>101.9</u>
TOTAL	976.9

(3) Control Records

Pouch Manifests (In and Out) and related receipts	82.0
Document Reference (Document & File Locator's)	411.5
Casefile Books, Lists, etc.	68.0
IBM cards on 201 Files, Country Files, etc.	175.0
201 Cards (manual)	37.5
TS Control File	101.0
Cryptic Reference File & Sensitive Document Logs	15.4
TOTAL	890.4

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(4) Inactive Records

R&S Building	5,240.2
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1. <u>1970-71</u>	8,574.0
2. <u>1971-72</u>	<u>282.0</u>
3. <u>TOTAL</u>	<u>14,101.2</u>

(5) DD/P Records Management Files 6.0  
(thru 1258) TOTAL 5.0

(6) Non-Record Material

Prenumbered Dispatch Coversheets	153.0
	<u>412.0</u>
	TOTAL
	565.0

b. RID Files

Policy, Procedures, Reports etc.	<u>218.2</u>
TOTAL	<u>218.2</u>
GRAND TOTAL	<u>21,838.3</u>